WHOLESALERS

Vocabulary To Know

Wholesaler: A wholesaler is an agency that contracts for a block of rooms, which they have purchased at a discounted rate. The wholesaler in return sells the rooms to the public at an increased rate. Since most wholesalers make their profit through the increase, many do not earn commission on the rooms they sell for the hotel.

Gross: The total number of rooms the wholesaler wishes to contract. Gross rooms do not subtract from General availability.

Net: The number of rooms the property expects the wholesaler to actually pickup. Keep in mind that the Gross and Net numbers may be the same. Net rooms do subtract from all availability.

General Availability: This refers to the house availability. Wholesalers pull from the house availability when set to "general".

Freesale Availability: It is possible to allocate a 'pool' of rooms for a particular wholesaler type. All wholesalers of this 'type' would then draw rooms only from this "pool" and not from the house availability when set to "freesale".

Parent Availability: It is possible to assign a wholesaler as a "parent wholesaler". This parent wholesaler may be attached to other wholesalers. These wholesalers would then pull availability from the rooms that were allocated to the parent wholesaler when set to "parent"
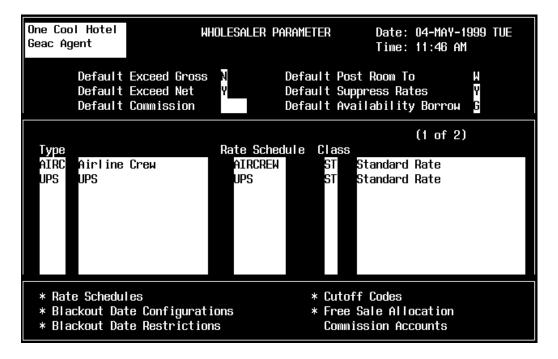

Wholesaler Parameters
Before beginning to use the wholesaler module, first do some one-time setting up of codes and parameters.
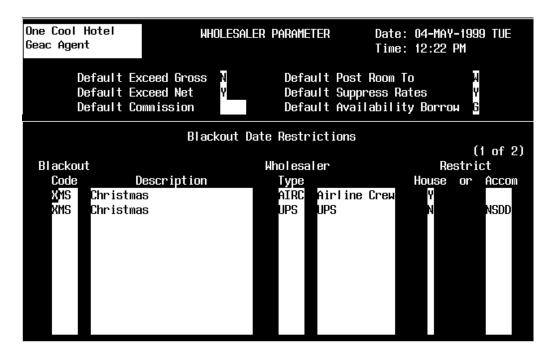
1. From the Main Menu, select Database Maintenance Menu
2. Select Codes File
3. Type "wstype" or press [List Value] to find it.
4. Press [Next Blcok] to Code to create codes that assist when categorizing alike wholesalers. Use down arrow key to add more codes.
    Note: Take into consideration that default rate schedules, cut off dates, blackout dates and free sale allocations are all defined using the Wholesaler types. Therefore categorize alike wholesalers based on these factors.
5. Press [Save]
6. Press [Exit] twice to go back to the Main Menu.
7. From the Main Menu, select Commercial Firm Tracking
8. Select Wholesaler Menu
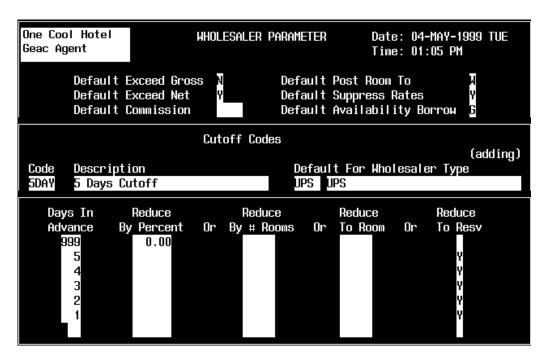9. Select Wholesaler Parameters. The following options are available from this screen:

```
One Cool Hotel              WHOLESALER PARAMETER         Date: 04-MAY-1999 TUE
Geac Agent                                              Time: 11:46 AM

          Default Exceed Gross    N      Default Post Room To        W
          Default Exceed Net      Y      Default Suppress Rates      Y
          Default Commission             Default Availability Borrow G

                                                        (1 of 2)

    Type                           Rate Schedule  Class
    AIRC  Airline Crew             AIRCREW        ST  Standard Rate
    UPS   UPS                      UPS            ST  Standard Rate









    * Rate Schedules                     * Cutoff Codes
    * Blackout Date Configurations       * Free Sale Allocation
    * Blackout Date Restrictions           Commission Accounts
```

- **Default Exceed Gross** – Type "Y" if wholesalers should be allowed to exceed the gross amount of rooms.
- **Default Exceed Net** – Type "Y" if wholesalers should be allowed to exceed the net amount of rooms entered.
- **Default Exceed Commission** – Currently this field is not active and the cursor does not stop here at all.
- **Default Post Room To** – The folio (A, B, D-K, or W) to which room and tax should be posted for a guest associated with a wholesaler.
- **Default Suppress Rates** – Type "Y" if the rate should print on the guest folio, regcard and confirmation.
- **Default Availability Borrow** - From where should the wholesaler pull availability. Type "F" for Freesale or "G" for General.
- **Type** - This field is used to attach certain rate schedules to certain wholesaler types. Use [List values] to view the wholesaler types that were created in Codes File. To attach more than one rate schedule, type the same wholesaler type several times.
- **Rate Schedule** - Type the rate schedule to attach here.
- **Class** - Type "ST" as this is the only working option at this time.

10. Press [Quick] and type BD to go to Blackout Date Configuration. This is where blackout date codes are created.
    - **Code** - Create a code for the blackout time (e.g.: "XMAS"). It may be letters and/or numbers and can be up to four characters.
    - **Description** - Type a description of the blackout time (e.g.: "Christmas").
    - **Start Date** - Type the date on which the blackout begins.
    - **End Date** - Type the date on which the blackout date ends.
      Note: Blackout codes may not have overlapping dates.
    - Use the down arrow key to create more if needed.
11. Press [Exit]
12. Press [Quick] and type "BR" to go to Blackout Date Restrictions.

```
One Cool Hotel              WHOLESALER PARAMETER        Date: 04-MAY-1999 TUE
Geac Agent                                             Time: 12:22 PM

            Default Exceed Gross    N       Default Post Room To          N
            Default Exceed Net      Y       Default Suppress Rates        Y
            Default Commission              Default Availability Borrow   G

                    Blackout Date Restrictions
                                                            (1 of 2)
    Blackout                              Wholesaler             Restrict
      Code       Description              Type              House  or  Accom
      XMS    Christmas                    AIRC  Airline Crew   Y
      XMS    Christmas                    UPS   UPS            N          NSDD
```

- **Blackout Code** - Type in the blackout code created or press [List Value].
- **Wholesaler Type** – Press [List Value] to select the wholesaler type to which the blackout dates apply.
- **Restrict** - Type "Y" in the House field if the blackout restricts the sale of the entire house or if restricting only certain accommodation types, type that accommodation code in the Accom field. To restrict more than one accommodation, type the blackout code again in the next line and so on for each accommodation that is to be restricted.

13. Press [Exit].

14. Press [Quick] and type "CC" to go to Cutoff Codes. Every Wholesaler MUST have a Cutoff Code.

- **Code** - Create a code for the cutoff. It may be letters and/or numbers and up to four characters.
- **Description** - Type the description of the cutoff code.
- **Default For Wholesaler Type** - If the cutoff code should be attached by default to a specific wholesaler type, type it here. Field entry is not required
- **Days in Advance** - Type the number of days in advance of the group block that all reservations must be received by before the remaining rooms are released.
- **Reduce By Percent** - Reduce the block by this percentage amount
- **Reduce By # Rooms** - Reduce the block by this many rooms
- **Reduce To Room** - Reduce the block so it equals to this many rooms
- **Reduce to Resv** - Reduce the block so that only reserved rooms remain.
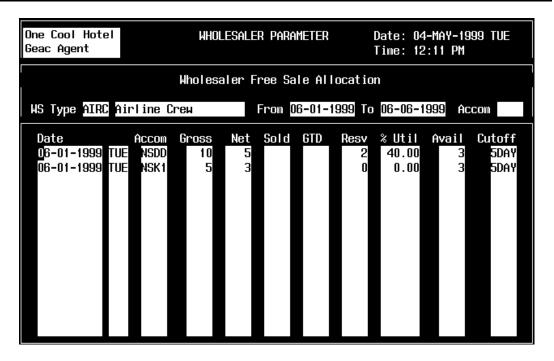
Note: It is recommended that Cutoff Codes be defined in the following manner. If this is not set up correctly, it could result in availability issues. Example below is based on a 5-day release agreement.
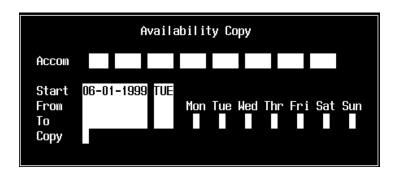
```
One Cool Hotel          WHOLESALER PARAMETER        Date: 04-MAY-1999 TUE
Geac Agent                                          Time: 01:05 PM

         Default Exceed Gross   N        Default Post Room To       N
         Default Exceed Net     Y        Default Suppress Rates     Y
         Default Commission              Default Availability Borrow G

                              Cutoff Codes
                                                              (adding)
  Code   Description                     Default For Wholesaler Type
  5DAY   5 Days Cutoff                   UPS  UPS

    Days In      Reduce          Reduce          Reduce          Reduce
    Advance    By Percent  Or  By # Rooms  Or   To Room   Or   To Resv
     999         0.00
       5                                                           Y
       4                                                           Y
       3                                                           Y
       2                                                           Y
       1                                                           Y
```

Note: The entry for 999 means that any cancelled rooms within the 5-day release is sent back to general availability, not held on the Wholesaler. The one drawback to this setup is that if a reservation is cancelled outside of the 5-day window, this room also returns to General Availability, not the Wholesaler block of rooms. However, it may be advisable to have to increase the block rather than have a room attached to the Wholesaler in error.
Note: If a Wholesaler is set up but there is no allocation attached, the cutoff code should be set up as follows, in order that any cancelled rooms can be returned to availability and not held on the Wholesaler.

Number of Days	Reduce by Percent
999	0

- If more cutoff codes need to be created, press [Previous Block] and press [Down Arrow].
15. Press [Exit].
16. Press [Quick] and type FS to Free Sale Allocation. This is where blocks or 'pools' of rooms are created to be shared by wholesalers of the same type. The other Option is to leave this area blank and use General Availability.
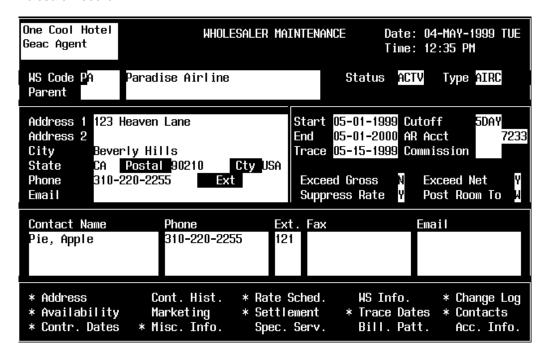
```
One Cool Hotel          WHOLESALER PARAMETER       Date: 04-MAY-1999 TUE
Geac Agent                                         Time: 12:11 PM

                    Wholesaler Free Sale Allocation

 WS Type AIRC Airline Crew            From 06-01-1999 To 06-06-1999  Accom

   Date            Accom  Gross   Net  Sold  GTD   Resv  % Util  Avail  Cutoff
   06-01-1999 TUE  NSDD    10     5                  2   40.00     3    5DAY
   06-01-1999 TUE  NSK1     5     3                  0    0.00     3    5DAY
```

- **WS Type** - Type the code for the wholesaler type to set the 'pool' of rooms up for, or use [List Value] to view the options.
- **From** - Type the beginning date of the block.
- **To** - Type the ending date of the block.
- **Accom** - When looking up blocks that previously set up (to modify them or review them), use this field to pull up a specific accommodation as opposed to all accommodations. However, if this block is just now being created, just skip past this field.
- **Date** - Type in the first date on the block.
- **Accom** - Type in the accommodation type to block.
- **Gross** - Type the gross (or contracted) amount of room to block off on that accommodation type. Remember that this number does not subtract from availability.
- **Net** - Type the net amount (or what is expected the wholesaler to pick up) to block off on that accommodation type. This number does subtract from availability.
- **Sold** - Notation and reporting field for the property to note actual figures for a specific date range before arrival. (E.g. 21 days out, Headcount). Field entry is not required
- **GTD** - A second notation and reporting field for tracking actual figures closer to arrival. Field entry is not required
- **Resv**, **%Util, Avail** – Entries on these fields are not allowed. The numbers are filled in automatically as soon as the Gross and Net fields of the availability on a wholesaler record that pulls rooms from this free sale availability is set up.
- **Cutoff** – Press [List Value] to select a cutoff code for this accommodation type, if it's not already populate. It's very important that this field is filled in because the cutoff code is to release the room block back to the general availability (hotel inventory).

17. If the availability is the same for a period of time, once the first day is set up, press [Actions] and select Copy All to copy the availability to the rest of the days. The following window is displayed:

```
                        Availability Copy

Accom    ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐

Start   06-01-1999 TUE
From                      Mon Tue Wed Thr Fri Sat Sun
To        ☐              ☐   ☐   ☐   ☐   ☐   ☐   ☐
Copy    ☐
```

- **Accom** – If there is a specific accommodation is to be copied, type the code here. If all accommodation types set up earlier are to be copied over, just leave this field blank. Field entry not required.
- **Start** – Start day is automatically filled in with the date that the cursor was at when pressing [Actions].
- **From** – The day from which the copy begins. The earliest date cannot be the Start date. It must be the date after the Start date.
- **To** – The last day of the availability block working on.
- **Mon, Tue, Wed, Thr, Fri, Sat, Sun** – Type "Y" on the days the availability set up should copy to, or just leave it blank if the availability does not apply to that day.
- **Copy** – Type "Y" for the copy process to begin.

18. Press [Exit].
19. Press [Quick] and type CA go to Commission Accounts. This is where the commission schedules for wholesalers are set up. This feature is currently not available.
20. Press [Save]
21. Press [Exit].

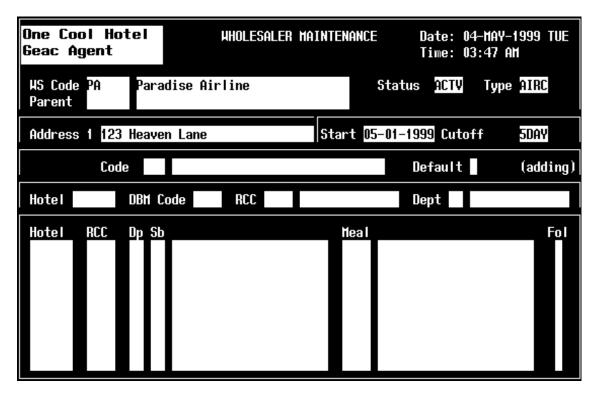## Creating A Wholesaler

1. From the Main Menu, select Commercial Firm Tracking Menu
2. Select Wholesaler Menu
3. Select Wholesaler Maintenance. The following options are available when creating a wholesaler record:

```
One Cool Hotel          WHOLESALER MAINTENANCE      Date: 04-MAY-1999 TUE
Geac Agent                                          Time: 12:35 PM

WS Code PA    Paradise Airline          Status  ACTV   Type AIRC
Parent

Address 1 123 Heaven Lane          Start 05-01-1999 Cutoff      5DAY
Address 2                          End   05-01-2000 AR Acct      7233
City      Beverly Hills            Trace 05-15-1999 Commission
State     CA  Postal 90210  Cty USA
Phone     310-220-2255     Ext         Exceed Gross  N   Exceed Net   Y
Email                                  Suppress Rate Y   Post Room To  N

Contact Name      Phone        Ext. Fax          Email
Pie, Apple        310-220-2255 121


 * Address      Cont. Hist.   * Rate Sched.    WS Info.    * Change Log
 * Availability  Marketing     * Settlement   * Trace Dates * Contacts
 * Contr. Dates * Misc. Info.    Spec. Serv.    Bill. Patt.   Acc. Info.
```

- **WS Code** – Create a code for the wholesaler. It can be alpha, numeric, or combination of both. Press [Enter] and type the full name of the wholesaler
- **Status** – ACTV populates automatically. Press [List Value] to view other options:
  - ACTV (Active Record) – The record is an active record.
  - INAC (Inactive Record) – The record is not an active record.
  - NPRG (Never Purge) – The record is never deleted.
  - PURG (Set for Purge) - The record is ready to be deleted in the next purge cycle.
- **Type** – Press [List Value] to select a type for this wholesaler.
- **Parent** – Field entry is not required. If this wholesaler is a sub-wholesaler of another wholesaler, press [Enter Query] to search for that primary wholesaler.
4. Press [Quick] and type "AD" to go to Address. Fill in the address of this wholesaler.
5. Press [Exit].
6. Press [Quick] and type "AV" to go to Availability. The procedures on filling out this window are the same as filling out the Free Sale Availability in the Wholesaler Parameters. The only difference is **Src**, which asks for the source of this wholesaler's availability. If this wholesaler is to pull rooms out of general availability, type "G". If this wholesaler is to pull rooms out of the free sale availability, type "F". If this wholesaler is a sub-wholesaler of a parent, type "P" to pull rooms out of the parent wholesaler.
7. Press [Exit].
8. Press [Quick] and type "CD" to go to Contract Dates. Type in the start date and end date of the contract on this wholesaler. This is for information only.
9. Press [Exit].
10. Press [Quick] and type "CH" to go to Contact History. This window is for information only. Use this window to track all the interactions with this wholesaler.
11. Press [Exit].
12. Press [Quick] and type "MA" to go to Marketing.
    - **Source** – Press [List Value] to see a list of the sources of business.
    - **Market Segment** – Market segment is where the revenue belongs. Use [List Value] to see a list of codes.
    - **Region** – This is the geographical region from where the business is located.
    - **Statistics 1, Statistics 2** – Areas for the hotel to track statistical information.
13. Press [Exit].
14. Press [Quick] and type "MI" to go to Miscellaneous Information.
    - **Cutoff** – If there is a cutoff code attached to the wholesaler type, it populates here. If this field is blank, please be sure to attach a cutoff code so the room blocks are released, or there is an availability issue. Press [List Value] to select one.
    - **Commission** – This is currently not working, the cursor does not stop here.
    - **A/R Account** – If there is an Accounts Receivable account set up and all guests with the wholesaler are directly billed, press [Enter Query] to search for the number to attach.
    - **Exceed Gross, Exceed Net, Rate Suppression, Post Room to, Availability Borrow** – These fields should be filled in already from what has been set up in Wholesaler Parameters. Changes can be made if necessary.
15. Press [Exit].
16. Press [Quick] and type "RS" to go to Rate Schedule (Not a required field).
    - **Rate** – Press [List Value] to select the rate for this wholesaler.
    - **Class** – Type ST for Standard Rate because this is the only one that is working.
    Note: If more than one rate schedule is necessary, press [Down Arrow] to select more.
17. Press [Exit].
18. Press [Quick] and type "SE" to go to Settlement. Press [List Value] to select the settlement type for all the reservations associated with this wholesaler.
19. Press [Exit].
20. Press [Quick] and type "SS" to go to Special Services.

- **Code** – Press [List Value] to select any special service that is to be attached to each reservation with this wholesaler.
- **Charge?** – If there is a charge associated with this specific special service, "Y" is displayed in this field. If for any reason this wholesaler is not charged for this special service, type "N" in this field.
- **Folio** – Press [List Value] to select the folio this special service charge should be posted to or just type in the letter. If this field is left blank and there is a charge, it is automatically sent to the room and tax folio.

21. Press [Exit].
22. Press [Quick] and type "WI" to go to WS Information. This is a free text area and any information about this wholesaler can be typed.
23. Press [Exit].
24. Press [Quick] and type "TD" to go to Trace Date. This is a to do list for the property. All items that need to be followed up on are entered here.
    - **Trace Date** – The date to contact the wholesaler.
    - **Description** – The subject on why the wholesaler needs to be contacted.
    - **Date Resolved** – Once the wholesaler has been contacted and the issue resolved the date is entered to complete the record.
25. Press [Exit]
26. Press [Quick] and type "BP" to go to Billing Pattern. This is not a required field, and in most cases, it is not used because wholesalers usually only takes care of room and tax, which can be set up easily in the Miscellaneous Information window under Post Room to.

- **Code** – The billing pattern's short name. It can be alpha or numeric or a combination of both. After the code is created, press [Enter] to type in the description of this billing pattern.
- **Default** – If this billing pattern is to be attached to every reservation associated with this wholesaler, type "Y" here.
- **DBM Code** - Press [List Value] to see a list of preset billable charge codes in the system.
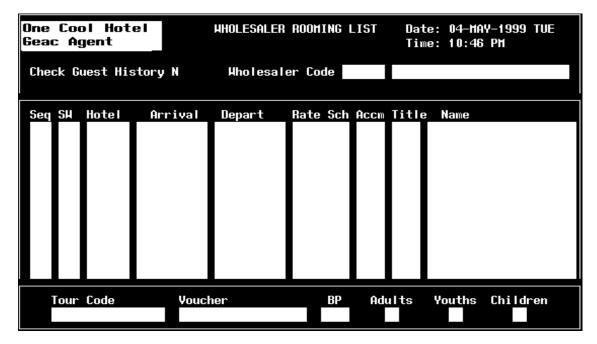
- Once DBM Code is selected, a block comes up and asks which folio the charges are to be routed to. This is the field to specify which folio on this guest reservation that room and tax should be routed to. Press [List Value] to select a folio ID (A, B, D – K), or simply just type in the letter. Once the ID letter is selected, the cursor is at Add/Delete. To add the transaction codes that are to be routed to a different folio, type "A" and press [Enter]. To delete, type "D" and press [Enter]. The system now adds all the transaction codes under that special DBM Code chosen and lists them all on the bottom block.
- At this point one billable charge code is added. If more codes are to be added, repeat the last step.
- If any of the transaction codes need to be deleted, press [Next Block] and use the up or down arrow keys to highlight the transaction code, and then press [Delete]. The system asks, "Are You Sure? Y/N". Simply answer the question and the transaction code is deleted.
- RCC (stands for Revenue Class Code) or Dept are two other areas that can be used to route a charge. They can be used in combination with DBM Code, or individually. The steps to add a RCC code or a department (revenue department, e.g. room revenue, mini bar, etc.) are the same as adding a DBM code. If a food and beverage department is chosen, when the block comes up to prompt for the folio ID, it stops at Meal first to see whether a specific meal period is to be added (breakfast, lunch, etc.). If all meal periods are to be routed, just leave this field blank by pressing [Enter], otherwise press [List Value] to select the meal period to be added.
- Once all the transactions codes (or charge codes) are added, be sure to move the cursor to Copy field and type "Y" to copy the setup to the days that the charges are to be routed. Once "Y" is typed in that field, a block appears to prompt for the days for copy. The From Date is the date the setup is done, the To date can be any date after the From date and up to the departure date of the reservation. On the field of Override, type "Y" if the setup should override any charge route that was set up before and automatically reroute the charges according to the new setup, or "N" to leave whatever charges that are already incurred the way they are now. Press [Enter] and the system does the copying process.
- Press [Save] once copy is done.

14. Press [Exit].
15. Press [Quick] and type "CL" to go to Change Log. In this window the system tracks information such as who built the wholesaler, or what has been changed in this wholesaler. No entry is allowed.
16. Press [Exit].
17. Press [Quick] and type "CO" to go to Contacts. Type the contact person's information.
18. Press [Exit].
19. Account Information is the last window in Wholesaler Maintenance. This area is currently not available. When pressing [Quick] into this window, the agent can not exit unless information is typed in the fields.
20. Press [Save]

Rooming List

This is where a list of reservations names from the wholesaler are entered.
1. From the Main Menu, select Commercial Firm Tracking Menu
2. Select Wholesaler Menu
3. Select Rooming List.
   - **Check Guest History** – Default is "N" to not check guest history when typing the rooming list.

- **Wholesaler Code** – Type the wholesaler code or use [Enter Query] to search for the code.

```
One Cool Hotel          WHOLESALER ROOMING LIST    Date: 04-MAY-1999 TUE
Geac Agent                                         Time: 10:46 PM

Check Guest History N       Wholesaler Code [    ] [              ]

Seq SW Hotel    Arrival    Depart    Rate Sch Accm Title  Name




        Tour Code         Voucher          BP   Adults  Youths  Children
        [            ]    [            ]   [ ]   [ ]     [ ]     [ ]
```
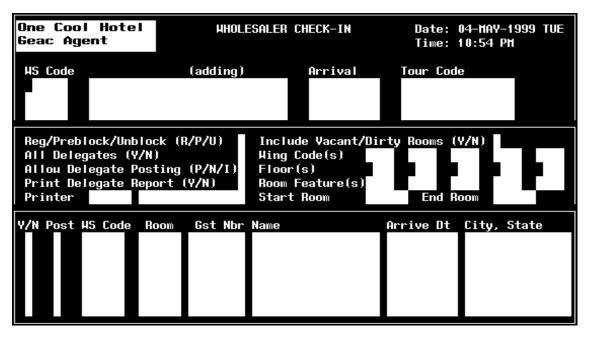
- **Seq** – The system automatically generates a sequence number as the reservations are typed. This is for use of creating sharewith.
- **SW** – This is where the sharewith reservation is created. If the currently reservation to be created is a sharewith reservation, put in the sequence number of the reservation that it is sharing with. For example, if reservation 2 (sequence number) is to sharewith reservation 1, put in the number 1 in this field for reservation 2.
- **Hotel** – The current hotel number is populated here.
- **Arrival** – The arrival date of the reservation.
- **Depart** – The departure date of the reservation.
- **Rate Sch** – The rate schedule for this reservation. If one rate schedule was assigned when the wholesaler master was created, it populates here automatically. If this field is blank, it means the wholesaler has more than one rate schedule attached. Press [List Value] to select the one for this reservation.
- **Accm** – Type of accommodation for this reservation. Press [List Value] to select one.
- **Title** – The title of the guest, e.g. Mr., Miss, etc.
- **Name** – The guest name for this reservation. It must be typed as "Last Name, First Name".
- **Tour Code** – It is possible to create reservations for different groups under the same wholesaler by putting in a tour code for each reservation. This is for reporting purpose and can be alpha, numeric or a combination of both.
- **Voucher** – This field is for information only. Type the voucher number here if there is one.
- **BP** – If there is a default billing pattern created for this wholesaler, it populates here automatically. Press [Space Bar] if this reservation is not supposed to have billing pattern attached (meaning no charge routing). If there are more than one billing patterns created for this wholesaler, press [List Value] to select the appropriate one.
- **Adults** – The number of adults for this reservation.
- **Youths** – The number of youths for this reservation.
- **Children** – The number of children for this reservation.
2. Once all reservations are entered, press [Save]

3. Press [Exit].

Checking In A Wholesaler

This feature is allowing the hotel to check in all delegates of a wholesaler, or to pre-block/unblock rooms.

1. From the Main Menu, select Commercial Firm Tracking Menu
2. Select Wholesaler Menu
3. Select Wholesaler Checkin/Block Rooms.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ One Cool Hotel        WHOLESALER CHECK-IN      Date: 04-MAY-1999 TUE     │
│ Geac Agent                                     Time: 10:54 PM            │
│                                                                         │
│ WS Code           (adding)           Arrival       Tour Code            │
│ ┌──┐  ┌──────────────────────┐    ┌──────────┐  ┌──────────────┐       │
│ └──┘  └──────────────────────┘    └──────────┘  └──────────────┘       │
│                                                                         │
│ Reg/Preblock/Unblock (R/P/U)    Include Vacant/Dirty Rooms (Y/N)        │
│ All Delegates (Y/N)             Wing Code(s)                            │
│ Allow Delegate Posting (P/N/I)  Floor(s)                                │
│ Print Delegate Report (Y/N)     Room Feature(s)                         │
│ Printer       ┌────┐            Start Room          End Room            │
│                                                                         │
│ Y/N Post WS Code  Room   Gst Nbr Name              Arrive Dt City, State│
│ ┌┐ ┌┐ ┌───────┐ ┌──────┐ ┌──────────────────────┐ ┌────────┐┌──────────┐│
│ └┘ └┘ └───────┘ └──────┘ └──────────────────────┘ └────────┘└──────────┘│
└─────────────────────────────────────────────────────────────────────────┘
```
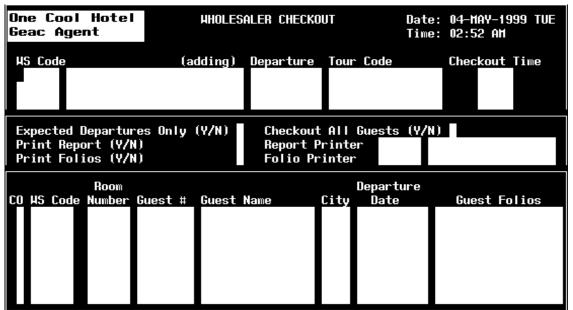
- **WS Code** – Press [Enter Query] to search for the wholesaler. Once the wholesaler is pulled up on the screen, the full name populates.
- **Arrival** – Type in the arrival date for the wholesaler.
- **Tour Code** – If there is a tour code for this batch of reservations, type it here. If not, leave this field blank.
- **Reg/Preblock/Unblock** – Type "R" to register reservations, "P" to preblock rooms, or "U" to unblock rooms.
- **All Delegates** – Is the action selected above apply to all the reservations with the wholesaler on the specific date? (Y/N) If "N" is selected, the agent is able to select which reservation is to be registered/preblocked/unblocked.
- **Print Delegate Report** – Type "Y" to print a report that shows the result of the action selected above on all delegates. Type "N" if no report is needed.
- **Printer** – If "Y" is typed on Print Delegate Report, a printer must be selected. Press [List Value] to see a list of available printers.
- **Include Vacant/Dirty Rooms** – Are vacant/dirty rooms to be considered when registering/preblocking? (Y/N)
- **Wing Code(s)** – Press [List Value] to select the wing to be considered when registering/preblocking the reservations.
- **Floor(s)** – Type the floor number to be considered when registering/preblocking the reservations.
- **Room Feature(s)** – Press [List Value] to select the room features to be considered when registering/preblocking the reservations.
- **Start Room/End Room** – Start from this room number and end at this room number when registering/preblocking the reservations.

- When answering "N" on All Delegates, all the reservations now list underneath. The cursor is at the Y/N field for the agent to decide whether to register, pre-block or unblock the reservation. Once Y or N is typed, the cursor moves to the next reservation. Go through each of them.
4. Press [Save] to process the register/preblock/unblock.
5. Press [Exit].

Checking Out A Wholesaler
This feature allows the hotel to check out all delegates of the wholesaler.
1. From the Main Menu, select Commercial Firm Tracking Menu
2. Select Wholesaler Menu
3. Select Wholesaler Checkout.

```
One Cool Hotel          WHOLESALER CHECKOUT        Date: 04-MAY-1999 TUE
Geac Agent                                         Time: 02:52 AM

WS Code                  (adding)  Departure  Tour Code        Checkout Time



Expected Departures Only (Y/N)   Checkout All Guests (Y/N)
Print Report (Y/N)               Report Printer
Print Folios (Y/N)               Folio Printer

               Room                              Departure
CO WS Code   Number  Guest #   Guest Name   City   Date      Guest Folios
```

- **WS Code** – Press [Enter Query] to find the wholesaler.
- **Departure** – Type the departure date of this wholesaler.
- **Tour Code** – Type the tour code if there is one.
- **Checkout Time** – The system generates automatically.
- **Expected Departures Only** – Type "Y" to check out only expected departures, or type "N" to select which delegate to check out.
- **Checkout All Guests** – Type "Y" to check out all delegates, or type "N" to select which delegate to check out.
- **Print Report** – Type "Y" to print a report that shows the result of this checkout.
- **Report Printer** – If "Y" was typed in Print Report, a printer must be selected. Press [List Value] for a list of available printers.
- **Print Folios** – Type "Y" for the delegate folios to print out.
- **Folio Printer** – If "Y" was type in Print Folios, press [List Value] to select a printer to print out folios.
- **CO –** If "N" was typed in either Expected Departures Only or Checkout all Guests, the cursor is now here to type "Y" to check out this delegate or "N" to not check out this delegate. Use [Down Arrow] key to go to the next delegate.
6. Press [Save] to process wholesaler checkout.
7. Press [Exit].

Wholesaler Reports

Wholesaler Master List
This report provides a list of wholesalers in the system.

Process Code: wslist

```
Year 2000 US Hotel                        Wholesaler List Report                     Page Number:
Blanca Quintanilla                          For All Wholesalers                      04-MAR-2000 10:5
(ws.wslist)                              Ordered by Wholesaler Name


WS Code: DISNEY   Status: ACTV    Type : GRP    Group              Comm Account  :  NO   No Commission Paid
Name   : Disney Special Events    Hotel: 474    Year 2000 US Hotel  Cutoff Code   :  7DAY  7 Days Prior To Arri
Addr 1 : 1244 Main STreet         Settlement :  DB                  Exceed Gross  :  Y    Exceed Net  :  Y
Addr 2 :                          GTD Status :  NGTD                Posting Status:  P    Room Posting:  B
City   : Tustin                   Market Seg :  CORP    Region   :  AR Account    :  7566
State  : CA     Postal: 92780     Source     :  IN      Suppress Rt : Y  Special Serv  :
Country: United States of America Statistic 1:          Statistic 2 :


Rate Schedules/Classes:   CORP/ST  RACK/BA  RACK/AD


------------------------------------

WS Code: GLOBAL   Status: ACTV    Type : INTL   Internat'l          Comm Account  :  NO   No Commission Paid
Name   : Global Tours            Hotel: 474    Year 2000 US Hotel   Cutoff Code   :  7DAY  7 Days Prior To Arri
Addr 1 :                         Settlement :  VM    5454545454545454  Exceed Gross  :  Y    Exceed Net  :  Y
Addr 2 :                         GTD Status :  GTD    Expire Date : 12-99  Posting Status:  P    Room Posting:  K
City   :                         Market Seg :          Region   :  AR Account    :
State  :        Postal:          Source     :          Suppress Rt : Y  Special Serv  :
Country:                         Statistic 1:          Statistic 2 :
```

Prompts available for this report:
⇒ Wholesaler Code
⇒ From Postal Code/To Postal
⇒ Region Code
⇒ Market Segment
⇒ Sort Order

Wholesaler Trace Dates

This report provides all the information entered in the trace date window for a given day. Trace dates are notations for the site to use as a reminder to contact a wholesaler for a reason.

Process Code: wsrtrace

```
Year 2000 US Hotel                    Wholesaler Trace Dates Report                 Page Number:
Blanca Quintanilla             For Trace Date between 03-04-2000 and 04-03-2000      04-MAR-2000 11:
(ws.wsrtrace)                          Ordered by Wholesaler Name
                                          For all Trace Dates


WS Code:  DISNEY               Trace Date  Resolved Dt Trace Title       Trace Detail
Name   :  Disney Special Events 03-04-2000              Get Rooming List  get rooming list for  april dates
Type   :  GRP
Addr 1 :  1244 Main STreet
City   :  Tustin
State  :  CA,  92780  USA


                                         End of Report
```

Prompts available for this report:
⇒ Start Date
⇒ End Date
⇒ Report Type
⇒ Sort Order

Wholesaler Contact History

This report provides all the information entered in the Contact History Windows of a wholesaler.
Contact History is a notation area for the hotel to note conversations with the wholesaler.

Process Code: wsrcont

```
Year 2000 US Hotel                    Wholesaler Contact History Report                Page Number:
Blanca Quintanilla             For Contact Dates between 02-22-2000 and 03-13-2000     03-MAR-2000 11
(ws.wsrcont)                             Ordered by Wholesaler Name


WS Code  Name                  Type  Contact Date Contact Name          Contacted By            Subject


HAPPY    Happy Wholesalers     GRP   02-28-2000   Kim Bushey            Barbara Reed
                                     02-29-2000   Barbara Reed          Andrew Lee
                                     03-01-2000   Andrew Lee            Barbara Reed


                                              End of Report
```

Prompts available for this report:

⇒ Start Date
⇒ End Date
⇒ Sort Order

Wholesaler Daily Utilization
This report provides information about the wholesalers' availability and how much of that availability has been utilized. This report shows individual room types committed.

Process Code: wsdaily

```
Year 2000 US Hotel                        Wholesaler Daily Utility Report              Page Number:
Blanca Quintanilla                     For Dates 02-22-2000 thru 03-03-2000           03-MAR-2000 11:3
(ws.wsdaily)                               Wholesaler: GLOBAL - Global Tours


              FEB   FEB   FEB   FEB   FEB   FEB   FEB   FEB   MAR   MAR   MAR
              Tue   Wed   Thu   Fri   Sat   Sun   Mon   Tue   Wed   Thu   Fri
              22    23    24    25    26    27    28    29    01    02    03
Accommodation:  ND  -  Non Smoking Double Double
  GRS       5     5     5     5     5     5     5     5     5     5     5    55
  NET       5     5     5     5     5     5     5     5     5     5     5    55
  SLD       0     0     0     0     0     0     0     0     0     0     0     0
  GTD       0     0     0     0     0     0     0     0     0     0     0     0
  RES       0     0     0     0     0     0     0     0     0     0     0     0
  AVL       5     5     5     5     5     5     5     5     5     5     5    55
  %SLD      0     0     0     0     0     0     0     0     0     0     0     0


Summary Total
  GRS       5     5     5     5     5     5     5     5     5     5     5    55
  NET       5     5     5     5     5     5     5     5     5     5     5    55
  SLD       0     0     0     0     0     0     0     0     0     0     0     0
  GTD       0     0     0     0     0     0     0     0     0     0     0     0
  RES       0     0     0     0     0     0     0     0     0     0     0     0
  AVL       5     5     5     5     5     5     5     5     5     5     5    55
```

Prompts available for this report:
⇒ Report Type
⇒ WS Code
⇒ WS Type
⇒ True Freesale?
⇒ Start Date
⇒ End Date
⇒ Sort Order

Wholesaler Production Recap

This report provides production figures for wholesalers up to three years back. This information includes room nights, revenue and average rate.

Process Code: wsrecap

```
Year 2000 US Hotel              Wholesaler Production Comparison Recap Report           Page Number:    1
Blanca Quintanilla                         For Year 2000 Versus 1999                    03-MAR-2000 11:34 PM
(ws.wsrecap)                             Ordered by Wholesaler Name
                        |--------- 2000 -------|  |--------- 1999 ------|  |------------------ VARIANCES ------------------|
                         Room          Average    Room          Average   Room                             Average
Wholesaler              Nights  Revenue   Rate    Nights  Revenue   Rate   Nights  %(+/-)  Revenue  %(+/-)    Rate   %(+/-)

Disney Special Events      0     0.00    0.00        3     0.00    0.00      -3 -100.00     0.00    0.00      0.00    0.00
Global Tours               0     0.00    0.00        0     0.00    0.00       0    0.00     0.00    0.00      0.00    0.00
Happy Wholesalers          0     0.00    0.00        4   400.00  100.00      -4 -100.00  -400.00 -100.00   -100.00 -100.00
Horizon Holidays           0     0.00    0.00        1     0.00    0.00      -1 -100.00     0.00    0.00      0.00    0.00
Japan Air Lines Tour & Tr  7   308.00   44.00       10   132.00   13.20      -3  -30.00   176.00  133.33     30.80  233.33
US Availability Freesale    0     0.00    0.00        0     0.00    0.00       0    0.00     0.00    0.00      0.00    0.00
US Availability General     0     0.00    0.00        0     0.00    0.00       0    0.00     0.00    0.00      0.00    0.00
US Availability Parent US    0     0.00    0.00        0     0.00    0.00       0    0.00     0.00    0.00      0.00    0.00
US Availtest From Parent   34  3400.00  100.00        0     0.00    0.00      34    0.00  3400.00    0.00    100.00    0.00
Xpress Wholesaler          28  2695.00   96.25       11   660.00   60.00      17  154.55  2035.00  308.33     36.25   60.42

                                              End of Report
```

Prompts available for this report:

⇒ Wholesaler
⇒ Sort Order

Wholesaler Delegate Report

This report provides a list of all guests coming to the hotel for a certain date or dates with a particular wholesaler.

Process Code: wsdelgt

```
Year 2000 US Hotel                        Wholesaler Delegate Report                      Page Number:    1
Blanca Quintanilla          For Dates: 04-MAR-2000 to 01-JAN-2001, All Wholesalers, All Guests    04-MAR-2000 11:42 PM
(ws.wsdelgt)                                   Including Tour Codes
                                               Ordered By Guest Name


Room   Room          Guest                    Wholesaler /    Arrive Arrive Depart Rate    Persons  Special     Room
Number Type Stat     Number Guest Name         Tour Code       Time   Date   Date   Sched   Ad Yt Ch Service     Rate
------ ---- ------   ------ --------------------  ---------------  ------ ------ ------ --------  -- -- -- ----------  -------
Arrival For 16-JAN-2000

   111 KG   REG       45489 Wholesale3, Parent  US Availtest Fr 22:57  16-JAN 04-MAR USTEST    1  0  0             100.00

   101 KG   REG       45495 Wholesale6, Parent  US Availtest Fr 22:58  16-JAN 04-MAR USTEST    1  0  0             100.00


                                                  ----                        ---- -- --
16-JAN-2000 - Total Rooms                          2                           2  0  0



                                                                              ---- -- --
Total Rooms :      2                                                           2  0  0
                                               End of Report
```

Prompts available for this report:
⇒ Wholesaler Code
⇒ Start Date
⇒ End Date
⇒ Include Tour Code
⇒ Tour Code
⇒ Page Break On Tour Code
⇒ Print Rate
⇒ Accom Class
⇒ Report Type Sub Total
⇒ Print Guest Folio Balances
⇒ Sort Order